

TEXAS STATE BOARD OF PHARMACY (TSBP) JOB VACANCY ANNOUNCEMENT

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| Job Title: | Financial Services Manager | Closing Date: | Open Until Filled |
| State Classification: | 1603 – Manager IV | | |
| Posting Number: | TSBP18-016 | Schedule: | Full-time |
| Reports to: | Director of Administrative Services & Licensing | Division: | Accounting |
| Annual Salary: | \$75,000 to \$85,000 / year (B25) | Travel: | None |
| New Hires/Rehires: | 60 day waiting period for health coverage | Military Crosswalk: Army- 00J, 00K, 17A; Navy- 641X; Coast Guard- 20, MGT10, MGT15; Marine Corps- 0620; Air Force- 16GX, 86MO, 86PO | |

GENERAL POSITION DESCRIPTION

Manages the Finance Department of the agency, including Accounting, Purchasing, Payroll, Property and Risk Management. Serves as Chief Fiscal Officer for the agency by performing advanced and/or supervisory (senior-level) accounting work in the direction of the accounting, budgetary, payroll, and fiscal activities of the state agency. Work involves preparing and/or overseeing the preparation of financial analysis and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, coordinates, and/or directs programs to control the financing of agency operations.

Reviews, releases and approves purchase, travel, payroll, interagency, cancellation and deposit vouchers in the Centralized Accounting and Payroll/Personnel System (CAPPS). May enter or release in USAS.

Ensures that purchase, travel and interagency vouchers are processed according to agency policies and the Texas Comptroller of Public Accounts rules and Procedures with a high degree of accuracy.

Oversees monthly payroll reconciliation to ensure accuracy.

Prepares annual operating budgets and reviews expenditures to ensure that budget limits are not exceeded. Prepares revenue estimates to insure collected revenue is adequate to support agency's appropriations.

Analyzes and interprets expenditure patterns, budget projections, and the financial position of the agency.

Prepares the agency's Annual Financial Report and the Annual Report of Nonfinancial Data, which includes working with the Office of the Comptroller of Public Accounts' Financial Reporting Section to compile the statewide Comprehensive Annual Financial Report (CAFR).

Prepares reports, statistics, and other data, including the biennial appropriations request, operating budget, base reconciliation, ABEST/USAS reconciliations, and funds management reports.

Manage AP module tasks to include continuing configuration development.

Complete a monthly reconciliation between CAPPS and USAS and perform a year-end close.

Coordinates preparation of fiscal notes for proposed legislation.

Coordinates with oversight agencies and assures compliance with all state fiscal requirements.

Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment; and the preparation and processing of payrolls.

Maintains overall quality control of the accounting system and ensures the integrity of system processing and accounting files.

Audits general journal entries and payment, cash, purchase, travel, and related vouchers.

Serves as agency Security Coordinator and Administrator for credit card accounts.

Keeps abreast of legislative changes which affect management of funds.

Complies with all agency personnel policies, including regular attendance.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Considerable knowledge of finance administration, budget control, and fiscal accounting, governmental accounting, budget control methods, policies and procedures, and laws/regulations pertaining to fiscal operations.
- Knowledge of State of Texas appropriations and legislative processes.
- Knowledge of Texas Comptroller of Public Accounts rules/regulations pertaining to fiscal operations.
- Ability to supervise and evaluate personnel.
- Ability to speak before groups and testify before elected or appointed officials.
- Ability to organize and prioritize work and meet deadlines.
- Ability to interpret rules, regulations, policies and procedures and convey them to others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited two-year college with an associate's degree or completion of two years of college coursework from an accredited college or university (60 semester hours) in accounting, finance, business management, or related field is required. Graduation from an accredited four-year college or university with major course work in accounting, finance, business management, or related field is preferred.

Experience using State of Texas automated financial systems required (USAS, CAPPs, SPA, ABEST, or another accounting system in a state agency). Minimum of four years of experience in state government accounting work that includes: preparing, analyzing or managing complex budgets, Accounts Receivable and Accounts Payable and General Ledger.

Experience using spreadsheets or databases to analyze financial data and prepare analytical reports. Managerial or supervisory experience preferred. Experience in the preparation of LAR, AFR, Operating Budget Report preferred.

ENVIRONMENT / PHYSICAL CONDITIONS

Normal office environment. Regular and punctual attendance. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time. Criminal history background check is required.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration; or a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered. **A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected.** Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St. Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

An Equal Employment Opportunity Employer: TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at

http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf